Uploading Completed IEBP/CSOC Databases to DMH

All IEBP/CSOC databases are due to the California State Department of Mental Health no later than January 31, 2003. Instructions for posting completed databases to the DMH Information Technology Web Services (ITWS), a secure website, are listed below. Please note that county staff must be authorized by DMH in order to upload data to the ITWS.

If your county needs to obtain authorization, please visit the DMH ITWS website at http://www.dmh.ca.gov and click on the ITWS menu option. At this site, you will find information on the function of the ITWS and how to begin enrollment. It is recommended that authorization be obtained as soon as possible. If you have any questions regarding the enrollment process for the ITWS, you may call the DMH help desk at (916) 654-3117.

IEBP/CSOC Upload Instructions:

The IEBP/CSOC database must be submitted by using the following conventions:

- ❖ All text files MUST be zipped.

- ❖ Zipped files **do not** need to be password encrypted **as the ITWS is a secure site**.

- ❖ Zipped files MUST be named according to the following naming convention:

    IEBPccYYYYMM#SUBMITTAL.ZIP

    - IEBP = Interagency Enrollee-Based Program

    - cc = County Code

    - YYYYMM = Four Digit Year and Two Digit Month that data was due (i.e., 200301)

    - # = Submittal sequence number (1 to 9 or A to Z).
      Each file will start with a submittal number of "1". Any time you have to resubmit this file (most likely due to errors), the submittal number will increase by 1. The word "SUBMITTAL" must follow this number.

    For example, for a hypothetical county numbered 99 that is submitting a zipped file for the first time, the file name would be:

    IEBP99200301**1**SUBMITTAL.ZIP

    If there is an error with this file and the file must be resubmitted with corrections, the new file will be named:

    IEBP99200301**2**SUBMITTAL.ZIP

    You will notice the submittal number is now a "2" since this is the second submission for the January 2003 deadline.

For technical questions related to the ITWS, please call the DMH help desk at (916) 654-3117. For questions related to data submission, please contact Brenda Golladay, at (916) 654-3291, e-mail bgollada@dmhhq.state.ca.us.